

## CHAPTER 2 REGISTRATION

**193G—2.1(544C) Certificate of registration.** All applicants for registration must complete a board-approved application and satisfy the interior design education, practical training, examination, and fee requirements established by this rule.

**2.1(1) Education and practical training.** An applicant for registration shall meet or exceed one of the following interior design education/practical training requirements:

*a.* A baccalaureate degree from a four-year interior design program or a substantially equivalent program, and at least two years of acceptable full-time work experience in the performance of interior design services.

*b.* A certificate, degree or diploma from a three-year interior design program or a substantially equivalent program, and at least three years of acceptable full-time work experience in the performance of interior design services.

*c.* A certificate, degree or diploma from a two-year interior design program or a substantially equivalent program, and at least four years of acceptable full-time work experience in the performance of interior design services.

**2.1(2) Examination.** An applicant for registration shall verify successful completion of the NCIDQ examination, or its equivalent.

**2.1(3) Reciprocity.** The board may also grant registration by reciprocity. An applicant applying to the board for registration by reciprocity shall furnish satisfactory evidence that the applicant meets both of the following requirements:

*a.* Holds a valid registration or license issued by another registration authority recognized by the board where the qualifications for registration or licensure were substantially equivalent to those prescribed in this state on the date of original registration or licensure with the other registration authority. The applicant must obtain a letter of good standing or complete a form stating that the applicant is in good standing from all jurisdictional licensing boards with which the applicant holds an active registration. The letter or form must bear the seal of the jurisdictional licensing board.

*b.* Holds a current certificate number issued by the NCIDQ.  
[ARC 9480B, IAB 5/4/11, effective 6/8/11; ARC 1431C, IAB 4/30/14, effective 6/4/14; ARC 3025C, IAB 4/12/17, effective 5/17/17]

**193G—2.2(17A,272C,544C) Renewal of certificates of registration.** Certificates of registration expire biennially on June 30. Certificates issued to registrants with last names beginning with A through K shall expire on June 30 of even-numbered years and certificates issued to registrants with last names beginning with L through Z shall expire on June 30 of odd-numbered years. However, a registration issued on or after May 1 but before June 30 will not expire until June 30 of the next renewal. For example, a license issued on May 17, 2020, would not expire until June 30, 2022. In order to maintain authorization to practice in Iowa, a registrant is required to renew the certificate of registration prior to June 1 of the year of expiration. However, the board will accept an otherwise sufficient renewal application which is untimely if the board receives the application and late fee of \$25 within 30 days prior to the date of expiration. A registrant who fails to renew by the expiration date is not authorized to use the title of registered interior designer in Iowa until the certificate is reinstated as provided in rule 193G—2.3(544C,17A).

**2.2(1)** It is the policy of the board to send to each registrant at the registrant's last-known address a notice of the pending expiration date. Failure to receive this notice does not relieve the registrant of the responsibility to timely renew the certificate and pay the renewal fee.

**2.2(2)** If grounds exist to deny a timely and sufficient application to renew, the board shall send written notification to the applicant by restricted certified mail, return receipt requested. Grounds may exist to deny an application to renew if, for instance, the registrant failed to satisfy the continuing education provisions required as a condition for registration. If the basis for denial is a pending disciplinary action or disciplinary investigation that is reasonably expected to culminate in disciplinary action, the board shall proceed as provided in 193—Chapter 7. If the basis for denial is not related to a

pending or imminent disciplinary action, the applicant may contest the board's decision as provided in 193—subrule 7.40(1).

**2.2(3)** When a registrant appears to be in violation of mandatory continuing education requirements, the board may, in lieu of proceeding to a contested case hearing on the denial of a renewal application as provided in rule 193—7.40(546,272C), and after or in lieu of giving the licensee an opportunity to come into compliance under rule 193G—3.4(17A,544C), offer a registrant the opportunity to sign a consent order. While the terms of the consent order will be tailored to the specific circumstances at issue, the consent order will typically impose a penalty between \$50 and \$250, depending on the severity of the violation; establish deadlines for compliance; and require that the registrant complete hours equal to double the deficiency in addition to the required hours; and may impose additional educational requirements on the registrant. Any additional hours of continuing education completed in compliance with the consent order cannot again be claimed at the next renewal. The board will address subsequent offenses on a case-by-case basis. A registrant is free to accept or reject the offer. If the offer of settlement is accepted, the registrant will be issued a renewed certificate of registration and will be subject to disciplinary action if the terms of the consent order are not fulfilled. If the offer of settlement is rejected, the matter will be set for hearing, if timely requested by the registrant pursuant to 193—subrule 7.40(1).

**2.2(4)** A registrant who continues to use the title of registered interior designer in Iowa after the registration has expired may be subject to disciplinary action. Such unauthorized activity may also be grounds to deny a registrant's application for reinstatement.

**2.2(5)** Registrants shall notify the board within 30 days of any change of address or business.  
[ARC 3025C, IAB 4/12/17, effective 5/17/17; ARC 4011C, IAB 9/26/18, effective 10/31/18; ARC 5568C, IAB 4/21/21, effective 5/26/21]

**193G—2.3(544C,17A) Reinstatement of certificates of registration.** An individual may reinstate a lapsed certificate of registration to active registration by doing the following:

1. Paying the current renewal fee;
2. Paying the reinstatement fee of \$100;
3. Providing a written statement outlining the professional activities that the applicant performed in Iowa during the period of nonregistration. The statement shall include a list of all projects with which the applicant had involvement and shall explain the service provided by the applicant; and
4. Submitting documented evidence of completion of 10 continuing education hours, which should have been reported on the June 30 renewal date on which the applicant failed to renew, and 5 continuing education hours for each year or portion of a year of expired registration up to a maximum of 20 continuing education hours. All continuing education hours must be completed in health, safety, and welfare subjects; be acquired in structured educational activities; and be in compliance with requirements in 193G—Chapter 3. The continuing education hours used for reinstatement may not be used again at the next renewal and shall not have been earned more than four years prior to the date of the application to reinstate.

[ARC 3025C, IAB 4/12/17, effective 5/17/17; ARC 4011C, IAB 9/26/18, effective 10/31/18]

**193G—2.4(544C) Applications.**

**2.4(1)** The interior designer is responsible for verifying the accuracy of the information submitted on applications regardless of how the application is submitted or by whom it is submitted. For instance, if the office manager of an interior designer's firm submits an application for renewal on behalf of the interior designer and that information is incorrect, the interior designer will be held responsible for the information and may be subject to disciplinary action.

**2.4(2)** Persons applying for initial, renewal, or reciprocal registration shall submit an application on a form provided by the board and shall pay a registration fee of \$275. Certificates issued to registrants with last names beginning with A through K shall expire on June 30 of even-numbered years, and certificates issued to registrants with last names beginning with L through Z shall expire on June 30 of odd-numbered years. An applicant applying for initial, reciprocal, or reinstatement registration within 12 months from the applicant's required renewal date shall pay half of the required fee. An applicant applying for initial,

reciprocal, or reinstatement registration more than 12 months from the applicant's required renewal date shall pay the full registration fee.

**2.4(3)** Fee schedule.

Type of fee	Amount
Initial registration fee	\$275
Reciprocal registration fee	\$275
Formal wall certificate	\$50
Renewal	\$275
Late renewal fee	\$25
Reinstatement of lapsed registration	\$100
License predetermination fee	\$25

All fees are nonrefundable.

[ARC 3025C, IAB 4/12/17, effective 5/17/17; ARC 4011C, IAB 9/26/18, effective 10/31/18; ARC 5568C, IAB 4/21/21, effective 5/26/21]

These rules are intended to implement Iowa Code chapter 544C.

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